



Personal Leave

Guidelines for use



General Guidelines

- Fulltime employees are entitled to 3 personal days
- You must submit a request to use this leave 3 days in advance
- There is a limit of 10% of the staff in your building who may use this type of leave on a particular day
- Unused personal days will automatically be converted to sick leave at the end of the year



Answers to FAQ

- You may use more than one day in a row
- You may not combine personal leave with unpaid leave




Restricted days

- First day of school
- Last day of school and last work day before last day of school
- Day before or after a holiday
- Day before or after a 3-day weekend
- Day before or after a conference comp day
- Fridays in May or June




New language concerning use of personal leave

- You may exchange two days of personal leave to be absent on one of the restricted days
- You do not need special permission to use leave on the restricted days
- By written request sent to CO no later than the last day of school, you may carry over one day of personal leave to the following school year
- You may not accumulate more than 4 days of personal leave; exception – if you teach a 6th class and are awarded an additional personal leave day, there is a possibility that you could accumulate 5 personal days in one year




I can get a much cheaper flight at
spring break if I leave a day early. Can
I do that?

- Yes, although you will need to use 2 days of leave to be absent on that one day, since it is a restricted day.



Can I take off the both the day before and after a holiday?

- Not this year – both are restricted days, and it would require you to exchange 2 personal days for each of the restricted days you want to take off. If you had 4 personal days, it would be possible to do this.



My husband has won a week-long trip. Can I use my 3 personal days and take 2 unpaid days?

- No – you may not combine personal leave with unpaid leave. You could take 3 personal days, or if you want to take off the entire week, you would need to take all 5 days unpaid.